



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Class Specification and Salary Range for Arts Coordinator.

**MEETING DATE:** August 7, 1996

**SUBMITTED BY:** Joanne Narloch, Human Resources Director

**RECOMMENDED ACTION:** To approve the class specification and salary range for Arts Coordinator.

**BACKGROUND INFORMATION:** The arts programs in the community have been expanding, particularly with the addition of the City's child care programs and specialty programs. These expansions, along with the increased activity of the Arts Commission, have necessitated the establishment of a full-time position to work with the Council, the Arts Commission, and the community in developing and implementing these programs. This position will be placed in the mid-management benefit group.

The funding and establishment of this position were approved by the City Council in the 1996-97 budget.

It is recommended that Council approve the class specification (attached) and salary range below (equivalent to Senior Services Coordinator):

<u>A</u>	<u>B</u>	Step <u>C</u>	<u>D</u>	<u>E</u>
\$ 2801.23	\$ 2941.29	\$ 3,088.37	\$ 3242.76	\$ 3404.88

**ANNUAL COST:** \$ 47,399 (Salary & Benefits)

**FUNDING:** Currently budgeted

Respectfully submitted,

Joanne Narloch, Human Resources Director

Prepared by Marlon Robbins, Human Resources Analyst II

cc: Charlene Lange, Community Center Director

**APPROVED:**

  
H. Dixon Flynn -- City Manager

## **ARTS COORDINATOR**

### DEFINITION:

Under general direction is responsible for a diverse range of activities in the development and implementation of a comprehensive community arts program; provides assistance in the development and implementation of arts projects to City staff, official bodies, contractors, consultants, outside agencies, community service organizations and the general public; and performs related work as required.

### SUPERVISION EXERCISED AND RECEIVED:

Receives general direction from the Community Center Director. May exercise supervision over support staff and volunteers.

### EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Serves as a representative of the City and appropriate commissions; interprets and explains existing and proposed programs before schools, public groups and official bodies; acts as an advisor to special interest and community groups as related to art programs; assists in the determination of community arts needs; presents reports to appropriate commissions, City Council and other public interest groups.
- Serves as liaison with other City departments, appropriate commissions, public agencies, private organizations and community groups regarding arts programs.
- Acts as technical advisor to various administrative staff and Council on the arts and related issues.
- Researches, prepares, and assists in the preparation of state and federal grant applications; administers approved grants; prepares related summary and statistical reports.
- Works closely with various community businesses to create art linkages in workplace environments.
- Coordinates summer intern program as it relates to appropriate commissions and the implementation of specific programs and activities.
- Develops and administers program budgets.
- Evaluates programs and maintains program records.
- Assists in the recruitment and direction of volunteers needed to implement programs; recruits and trains qualified instructors for specialty arts programs and classes.
- Prepares publicity including news releases, special announcements and informational brochures.
- Responds to complaints and requests for information.
- Develops and maintains a variety of records and reports.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Modern methods, techniques, principles, and procedures used in the planning, development and administration of a variety of art programs.  
Current issues and sources of information related to arts development and community arts needs.  
Public relations, communications, marketing and various media options.  
Research techniques, methods and procedures.  
Basic personal computer word processing.  
Principles, practices and techniques of grant application preparation and contract administration.

Ability to:

Determine the needs and desires of the community for arts programs.  
Plan, organize, promote and direct various art, cultural and social programs for diverse age groups.  
Make effective oral and written presentations and conduct meetings with the public, City officials, and community service organizations.  
Gather and analyze a variety of data; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Provide technical advice and assistance on problems relating to arts programs.  
Plan, organize, train and direct staff and volunteers engaged in conducting civic arts programs.  
Understand, interpret, and apply complex guidelines.  
Prepare effective grant proposals and administer grant awards.  
Establish and maintain cooperative relationships with those contacted during the course of work.  
Communicate clearly and concisely both orally and in writing.  
Work independently.  
Operate a variety of standard and specialized office equipment including a personal computer and peripheral equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in art, humanities, theater arts, social science, communication, management or a closely related field. Experience which would have provided the knowledge's and abilities outlined above may be substituted for the college education on a year-for-year basis up to a maximum of two years.

Experience:

Two years of increasingly responsible experience in the development and administration of art or related programs.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

RESOLUTION NO. 96-112

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE CLASS SPECIFICATION AND SALARY  
RANGE FOR ARTS COORDINATOR

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RESOLVED, that the Lodi City Council does hereby approve the class specification for the Arts Coordinator, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the salary range as follows:

S T E P				
A	B	C	D	E
\$ 2,801.23	\$ 2,941.29	\$ 3,088.37	\$ 3,242.76	\$ 3,404.88

Dated: August 7, 1996

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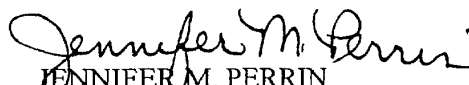
I hereby certify that Resolution No. 96-112 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 7, 1996 by the following vote:

AYES: Council Members - Davenport, Mann, Pennino, Sieglock  
and Warner (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None

  
JENNIFER M. PERRIN  
City Clerk



CITY OF LODI

August 7, 1996

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Develops and maintains a variety of records and reports.

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